



ECSC New Member Interview Checklist

The New Member joining process can be found here along with links to all necessary print-outs:
<https://www.eastcowessc.co.uk/members-area/committee-matters/new-member-interview-process/>

All interviews should adhere to the following process as much as possible.

1. Prepare printed copies of the following:
 - a. Joining process (flowchart of steps involved in joining the ECSC)
 - b. Club rules
 - c. Committee faces
 - d. Mooring/storage policy and
 - e. Hammerhead bylaws.
2. Meet at main gate
3. Tour of entire club facilities, stores, etc.
4. Convene in clubhouse for interview
5. Explain club ethos (run by volunteers, etc.)
6. Run through activities both on and off the water. This should be done by reps of each department i.e. Social, Sailing, Fishing including Rally's, BBQs, coffee mornings, etc.
7. Explain about duty time or pay extra
8. Explain committee roles and responsibilities
9. Explain use of website and Webcollect including events, merchandise and personal details
10. Ask about his/her activities, expected involvement
11. Ask about level of experience, qualifications, etc.
12. Ask about intentions for boat if applicable
13. Ask about feelings about volunteering
14. Ask about specific skills, e.g. welding, woodwork, etc.
- 15. Make it very clear that new members are on 12 month probationary period and that membership can be revoked if duty hours aren't done or they have made no attempt to join in with any club activities**
16. Ask for any questions so far
17. Explain next steps using the process map (cooling off period, decision by committee)
18. Explain that if they are successful their application they will receive a New Member Welcome Pack with further information
19. Ask for any questions